

Professional and Managerial Branch
Personnel Administrative Group
Training Series

TRAINING SPECIALIST

10/03 (AIS)

General Purpose

Under general supervision, coordinate development, delivery and administration of designated employee training.

Typical Duties

Research, plan, script, and conduct training programs courses. Involves: Meet with division manager to identify specific training needs. Analyze and evaluate training requirements. Investigate various topics for future program development. Devise assigned annual training programs that document courses to be taught, briefly describe course length and content, proposed attendees, and approximate dates. Create or select training manuals, handout materials, visual aides and program outlines, and determine suitability and feasibility of instructional methods. Evaluate usefulness of available audiovisual support materials. Arrange for instructors and training locations. Identify courses to be taught by outside instructors and make appropriate arrangements. Synchronize training and educational programs with local colleges, universities and private institutions. Deliver training as principal instructor when necessary.

Assess training program effectiveness. Implement procedures to ensure training needs are evaluated, and effective and timely preparation and conduct of needed courses. Evaluate training sessions through employee and supervisor questionnaires and interviews. Modify training content as necessary. Maintain files of relevant training courses available from outside sources, especially local community colleges and vocational institutions. Evaluate and update instructional methods.

Administer course registration and maintain employee training records. Involves: List attendees, and notify them and their supervisors of date and location changes. Coordinate the conduct of training. Ensure courses are taught as scheduled, and required staff participation. Maintain training materials and audiovisual support items inventory.

Perform related professional duties contributing to the realization of City and department goals as required. Involves: Substitute, as qualified, for coworkers or supervisor during temporary absences by carrying out specifically delegated functions to maintain continuity of normal services, if assigned. Provide designated support for special projects or activities overseen by higher level staff or supervisor. Serve on ad hoc committees. Explain and demonstrate work performed to assist supervisor in orienting and training less knowledgeable employees.

Knowledge, Abilities and Skills

- Good knowledge of instructional and teaching, principles, and methods.
- Good knowledge of program research and development techniques including training needs assessment.
- Ability to assess training needs, organize materials and assemble and coordinate courses of instruction.
- Ability to communicate clearly and concisely orally and in writing to conduct training.
- Ability to establish and maintain effective working relationships with fellow employees, officials and public.

Other Job Characteristics

- Occasional driving through city traffic.
- Occasional lifting and carrying of moderate weight objects (up to 50 pounds).

Minimum Qualifications

Education and Experience: Equivalent to an accredited Bachelor's degree in Education, Business Administration, Psychology or related field, plus two (2) years experience in adult training and course development, or a Master's Degree in Education, Business Administration, Psychology or related field. Positions within the Police Department must conform to Texas Commission on Law Enforcement Standards and Education (TCLEOSE) requirements for instructor proficiency and the required education may only be offset by two (2) years of peace officer experience.

Licenses and Certificates:

- Texas Class "C" Driver's License or equivalent from another state.
- Positions in the Police Department must obtain instructor certification from (TCLEOSE) within one (1) year of appointment which must be maintained throughout employment.

Human Resources Director

Department Head